Setting up a new Subcontractor in DAARS.

Once logged into DAARS mouse over the Admin header, select Agency & Contractor Setup; and then select Agency & Contractor Info.

** As a quick note when adding a Subcontractor within a service, the only time the Agency needs to set itself up as a Subcontractor within a service budget is in the instance when both the Agency and Subcontractors within the service have a rate based budget. In all other instances the Agency does not need to set itself up as a Subcontractor within a service.**

Next click in the Agency Search bar and type your Agency's name, FEI number, or contract number, and once typed you will receive a scroll down box with a list of Contractor names. Scroll down until you find your Agency's name in the list and select your Agency by clicking on it from the list as shown below.

Once you have reached your Agency page, scroll all the way down to the bottom of the page to the Sub Contractors box. At the bottom of the Sub Contractors box click on the Add button.

Once you click the Add button, you will receive a pop up that asks you if you want to populate the Contractor page with information from the Agency page. Select No.

Upon selecting No from the popup box you will receive a new popup box where you will now be able to add your Subcontractor. In the pop up box fill in the Subcontractor name you are adding and next hit the Save button at the bottom of the box.

When you hit the save button you may experience a new pop up box that identifies potential duplicate Subcontractors as shown below.
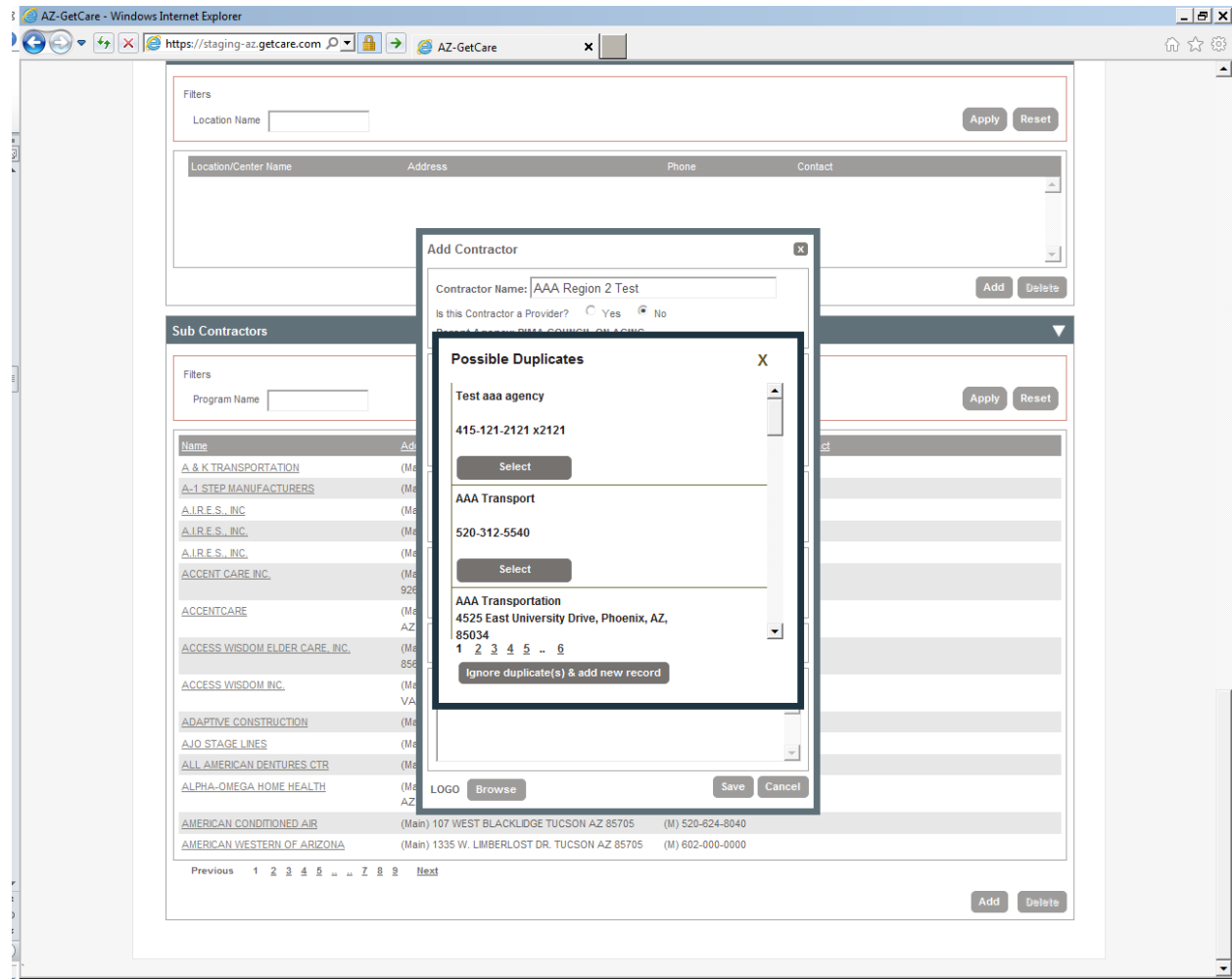
From the Possible Duplicate list, you will need to verify that the Subcontractor you are trying to add is not already in the system. If the name shows up as a duplicate, you can select it; otherwise once you have determined the Subcontractor does not exist you will hit the Ignore duplicate(s) & add new record button. Your new Subcontractor should now be showing within the Sub Contractors list on your Agency screen as shown below.

Filters

Location Name [   ]   Apply   Reset

Location/Center Name	Address	Phone	Contact

Add   Delete

Sub Contractors ▼

Filters

Program Name [   ]   Apply   Reset

Name	Address	Phone	Contact
A & K TRANSPORTATION	(Main) 1137 NORTH WINSTEL BLVD TUCSON AZ 85716	(M) 520-881-3391	
A-1 STEP MANUFACTURERS	(Main) 2602 RUTHRAUFF RD. TUCSON AZ 85705	(M) 520-888-5502	
A.I.R.E.S., INC	(Main) 1039 NORTH SIXTH AVENUE TUCSON AZ 85705	(M) 520-903-2511	
A.I.R.E.S., INC.	(Main) 824 E. FORT LOWELL RD. TUCSON AZ 85719	(M) 520-836-0881	
A.I.R.E.S., INC.	(Main) 824 E. FORT LOWELL RD. TUCSON AZ 85719	(M) 520-836-0881	
AAA Region 2 Test	()	()	
ACCENT CARE INC.	(Main) 135 TECHNOLOGY DR. SUITE 150 IRVINE CA 92618	(M) 949-623-1524	
ACCENTCARE	(Main) 3101 NO. CENTRAL AVENUE SUITE 890 PHOENIX AZ 85013	(M) 800-709-4920	
ACCESS WISDOM ELDER CARE, INC.	(Main) 360 W. VISTA HERMOSA DR GREEN VALLEY AZ 85614	(M) 520-393-0300	
ACCESS WISDOM INC.	(Main) 1151 S. LA CANADA DR. SUITE 212 GREEN VALLEY AZ 85614	(F) 520-393-1100	
ADAPTIVE CONSTRUCTION	(Main) 13460 N. LINDBERG DR. TUCSON AZ 85741	(M) 520-575-9498	
AJO STAGE LINES	(Main) 410 MALACATI AJO AZ 85321	(M) 602-000-0000	
ALL AMERICAN DENTURES CTR	(Main) 7802 N. 43RD AVE.,STE.7 GLENDALE AZ 85301	(M) 602-915-2934	
ALPHA-OMEGA HOME HEALTH	(Main) 1717 W. NORTHERN AVENUE SUITE 111 PHOENIX AZ 85021	(M) 520-997-9330	
AMERICAN CONDITIONED AIR	(Main) 107 WEST BLACKLIDGE TUCSON AZ 85705	(M) 520-624-8040	

Previous   1 2 3 4 5 .. 7 8 9   Next

Add   Delete

Next you will want to populate additional information that is pertinent to the new Subcontractor you have just added. To do this scroll back up to the top of the page and in the search bar next to the magnifying glass icon start typing in the name of the new Subcontractor you have just added. Once you start typing in the name the Subcontractor should appear in the drop down box as shown below. Select the name from the drop down box to be taken to the Subcontractor's Agency screen.

Now that you are in the Subcontractors' Agency screen as shown below you will be able to add additional information pertinent to the Subcontractor. Within this specific screen you will be able to do things such as add an FEI number and a location code, add a service location, and add sites for the Subcontractor.

To add information in each area you will want to utilize the Add buttons within each specific information box.

Just for example to show how the information entry works we will open up the Insurance and Agency IDs box for entry. Once the Add button is selected within the box it will open up a popup box as shown below.

Let's say you would like to add an FEI number for the Subcontractor. To do this utilize the drop down list from the Type field and select FEI# as shown below.

Once selected you can start typing in the FEI number in the ID Number field. Once entered hit the Save button and the information will be saved. Please note once saved you can go back in and delete a record, edit a record, or add a new record to any of the boxes on the page. You can add multiple records within each box by utilizing the Type drop down list when you click the add button.

Please note the Insurance and Agency IDs box is also used for adding a location to the Subcontractor. To be issued a Subcontractor location code you must contact DAAS who will assign a number to be used for the new Subcontractor.

Once you have finished entering all of the Subcontractors' information, scroll back up to the top of the page as shown below, and click on the Parent Agency name that will hyperlink and take you back to your Agency's main page.

Now that you are back on your Agency screen, the next step you will take is within the Contract box, select the appropriate contract that the new subcontractor will be providing services under. In this case it is the current Area Agency on Aging contract with DAAS.

Once the proper contract has been selected the box will expand to display all of the contract information. Go to the Operating Budgets section and select the current BFY operating budget, in this instance it is BFY 2014. Once selected the Operating Budgets box will expand as shown below.

Next select the service budget that the Subcontractor will be providing services under by clicking on the Scope of Work name from the Scope of Work list. Once a Scope of Work has been selected it will expand to show the details of the service budget as shown below.

Now scroll all the way down through the service budget details until you come to the Subcontractor portion of the service budget. Click on the Add Subcontractor link on the bottom right of the Subcontractor portion to add your new subcontract.

Once the Add Subcontractor link has been selected the Subcontractor area will expand. As shown below, start typing the name of the new Subcontractor in the Subcontractor box and a drop down list will populate for you to choose the Subcontractor. Select the name by clicking on it.

Now you are ready to enter the Subcontractor's budget to be added to the service budget record. To do this click on the left pointing arrow of the Subcontractor that was added and the window will expand as shown below.

The system automatically chooses a budget based contract to be entered, however you can choose a rate based contract type by pulling down the Type box and choosing Rate as shown above. Next to the Type box you will see the Location box. Within the Location box be sure to select the correct Location code that was issued for the new Subcontractor.

Once you have the appropriate contract type and location selected begin populating the appropriate budget lines or rate lines within the budget. You can also enter Local Revenues if applicable.

Example of a budget based Subcontract entered.

Example of a rate based Subcontract entered.

Once your Subcontractor budget has been entered, be sure to hit the Save button.

You now have successfully added a Subcontractor to the DAARS system.